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| JULI CURTIS  ADMINISTRATIVE ASSISTANT | | |
| 311 Virginia Ave, Phoenixville, PA 19460 | (484)-919-1096  <https://juli-curtis.herokuapp.com/> | j.curtis1pa@yahoo.com |
|  | OBJECTIVE |  |
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| Dedicated and technically skilled professional with a high level of customer service and administrative support skills, which have been developed through training and years of experience as an Administrative Assistant. | | |
| KEY SKILLS — | EXPERIENCE |  |
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| Excellent Customer Service  Insurance Carrier Site and Internal CRM Navigation  Secure Confidential Material  Microsoft Office   * Word * Excel * Outlook * PowerPoint   Personal   * Quick Learner * Self-Motivated * Positive Attitude * Analytical, Attention to Detail * Independent and Team-Oriented | Feb 2020 – April 2020  **Jr. Account Executive** • The Elite Group • Malvern, PA   * Provided administrative support for Account Executives. * Gathered data for marketing of RFPs and spreadsheet options for client review. * Assisted in marketing to prospective clients - create presentation materials and employee communication.   Oct 2006 – Dec 2019  **Administrative Assistant** • Kistler Tiffany Benefits • Berwyn, PA   * Provide administrative support for Sales Agents/ Benefit Consultants * Assist with new business and renewal quotes * Prepare presentation materials and comparison of benefits spreadsheets * Process renewal plan changes; update employee plan selections. Update plans/rates for COBRA * Process new group business implementation by gathering new business paperwork and scrubbing cases for * completion and accuracy prior to submission to the carrier * Communicate final carrier approval to the client, provide rate sheets and plan designs * Process client group enrollments/ terminations through carrier portals * Research client billing and claims issues   *1988-1999*  **Administrative Assistant**, Power & Business Services • Snohomish Co. Public Utility Dist. • Everett, WA   * Provided administrative support for Assistant General Manager and management staff * Heavy phone contact with internal and external customers * Gathered data and statics for reports, Excel spreadsheets and charts * Managed administrative contracts and tracked expenses for budgeting purposes * Coordinated calendars and handled logistics for the scheduling of events and meetings * Handled travel arrangements and processed expense reports * Quoted fees and calculated refunds for primary line extensions | |
|  | REFERENCES |  |
| Available upon request |